

**United States Embassy**  
**Tokyo, Japan**



*The U.S. Embassy provides a good opportunity to work for  
high-ranking officials in an international environment*

**POSITION VACANCY: TSA Administrative Assistant - TOKYO**

**Announcement #178**

**OPEN TO:** All Interested Candidates  
**POSITION:** **POSITION: TSA Administrative Assistant (A96021)**  
**GRADE:** \*FSN-6, \*\*FS-8 (trainee); \*FSN-7, \*\*FS-7 (full performance)  
**OPENING DATE:** November 1, 2005  
**CLOSING DATE:** November 15, 2005  
**WORK HOURS:** Full Time 40 hours/week  
**SALARY:** \*\*Not-Ordinarily Resident: FS-8 \$27,604 p.a. (trainee)  
\*\*Not-Ordinarily Resident: FS-7 \$30,878 p.a. (full performance)  
(Salary subject to confirmation by Washington)  
\*Ordinarily Resident: FSN-6 ¥5,487,739 p.a. (trainee)  
\*Ordinarily Resident: FSN-7 ¥6,650,137 p.a. (full performance)

**PLEASE NOTE:**

1. Salary may vary depending on the qualifications of the successful candidate.
2. Only candidates selected for an interview will be contacted.
3. All ordinarily resident applicants must have the required residency permits to be eligible for consideration. Please state citizenship; all applicants who are not Japanese citizens must present proof of visa.
4. U.S. taxes are deducted for all U.S. citizens and U.S. Legal Permanent Residents (green card holders).
5. The U.S. Embassy does not accept hand-delivered applications from outside the Embassy community. Please send by post, courier, or fax. All applications postmarked by the closing date will be accepted.

**THE U.S. EMBASSY IS SEEKING:** an Administrative Assistant to provide administrative support to include interpreting and translation for the Transportation Security Administration representative.

**QUALIFICATIONS REQUIRED:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Please see the "TIPS FOR APPLYING" page on our website for more details: <http://japan.usembassy.gov/e/info/tinfo-jobs.html>.

**--- TRAINEE LEVEL ---**

1. Education: Some college education is required.
2. Prior Work Experience: Administrative work for one year or equivalent work in the U.S. Government is required.

3. Language Proficiency: Level IV (Fluent) Speaking/Reading/Writing English is required. Level IV (Fluent) Speaking/Reading/Writing Japanese is required.
4. Skills and Abilities: Typing skills of at least 40wpm and word processing skills are required. Ability to review and perform final proofreading of correspondence to assure accuracy, correctness of grammar, punctuation, spelling and proper format is required.

**--- FULL PERFORMANCE LEVEL ---**

1. Education: Some college education is required.
2. Prior Work Experience: Administrative work for two years or equivalent work in the U.S. Government is required.
3. Language Proficiency: Level IV (Fluent) Speaking/Reading/Writing English is required. Level IV (Fluent) Speaking/Reading/Writing Japanese is required.
4. Knowledge: Knowledge of the duties, priorities and policies of TSA to perform non-routine tasks or in anticipation of the TSA Representative's needs is required.
5. Skills and Abilities: Typing skills of at least 40wpm and word processing skills are required. Ability to review and perform final proofreading of correspondence to assure accuracy, correctness of grammar, punctuation, spelling and proper format is required.

**ADDITIONAL SELECTION CRITERIA:**

1. When equally qualified, Appointment Eligible Family Members and U.S. Veterans will be given preference.
2. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
3. Current employees serving a probationary period are not eligible to apply.
4. Currently employed AEFMs are ineligible to apply within the first 90 calendar days of their employment.

**APPLICATIONS MUST INCLUDE:**

1. An application for U.S. Federal Employment (SF-171 or OF-612), or a current resume or curriculum vitae that provides the same information as the OF-612;
2. Any other documentation (e.g., test scores, essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements; and
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

Applications are available at <http://japan.usembassy.gov/e/info/tinfo-jobs.html> or contact the Human Resources office.

**SUBMIT APPLICATION TO:**

Human Resources Office, ATT: Miriam Tokumasu  
1-10-5, Akasaka, Minato-ku,  
Tokyo 107-8420

**POINT OF CONTACT:**

Miriam Tokumasu  
TEL: 03-3224-5642  
FAX: 03-3224-5818

**DEFINITIONS:**

1. EFM: Family Members at least 18yrs. listed on the travel orders of a Foreign or Civil Service or Uniformed Service member permanently assigned to, or stationed to, a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM below.
2. AEFM: An EFM eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) who meets all of the following criteria: 1) US citizen; 2) Spouse or dependent who is at least age 18; 3) Listed on the travel orders of a Foreign, Civil, or Uniformed Service member permanently assigned to, or stationed at, a US Foreign Service post or establishment abroad with a USG agency that is under COM authority; 4) Is resident at the sponsoring employee's or uniformed service member's post of assignment

- abroad, approved safehaven abroad, or alternate safehaven abroad; and 5) Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or Uniformed Services.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
  4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
  5. Not-Ordinarily Resident (NOR): Typically NORs are AEFMs and EFMs of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

### **An Equal Opportunity Employer**